

**REAL ESTATE APPRAISERS APPLICATION
ADVISORY COMMITTEE
MINUTES
FEBRUARY 1, 2006**

PRESENT: Marla Britton, Lynn Gregorash, Frank D. Hopp, Larry R. Nicholson, Gary L. Pergolski, Karen Scott, Linda Verbecken, Steve Vitale, and Ursula Volk

STAFF PRESENT: Tim Wellnitz, Bureau Director; Ruby Jefferson-Moore, Legal Counsel; PJ Monson, Bureau Assistant

CALL TO ORDER

Karen Scott, Chair, called the meeting to order at 10:02 a.m. A quorum of 8 members was present.

ADOPTION OF AGENDA

Additions to agenda

- #23 – Deirdre Kalish-Stoker

Deletions from agenda

- Deleted #4 – Michael Dicky
- Deleted #17 – Bradley Perrin

MOTION: Lynn Gregorash moved, seconded by Ursula Volk, to approve the agenda as amended. Motion carried unanimously.

APPROVAL OF MINUTES DECEMBER 14, 2005

MOTION: Marla Britton moved, seconded by Lynn Gregorash, to approve the minutes of December 14, 2005 as written. Motion carried unanimously.

(Steve Vitale joined the meeting)

ADMINISTRATIVE REPORT – TIM WELLNITZ, BUREAU DIRECTOR

Update on Status of Committee Appointments

Mr. Wellnitz reported that all the appointments have been made and the committee is full.

Annual Policy Review with Committee

Mr. Wellnitz reviewed the agenda process and suggested the members use the documents for future reference. Board members should contact the department if they can not make a meeting.

2006 Meeting Dates

Mr. Wellnitz reviewed the 2006 meeting dates.

REVIEW AND RECOMMENDATIONS ON APPLICATION FORMS AND PROCEDURES

Review of Corrected Letter to Supervisors Regarding Experience Participation

The Board approved the letter as submitted by Kelly Niesen, credentialing staff with the addition of the word "Application" between Real Estate Appraiser and Advisory Committee.

DISCUSSION REGARDING SUPERVISION OF TRAINEE APPLICANTS

The Board discussed the supervision and verification of the supervision of 'trainees'. Wisconsin does not have a trainee status and to do so would take legislature involvement. A suggestion to help trainees find good supervision might be to include an on-line document with the application packet that would outline some traits to look for in a supervisor/mentor and some steps to learn in the appraisal process.

Another idea suggested, is to form a list of people willing to be supervisors/mentors for new appraisers into the field. This list would not be monitored by the department but thru another association or organization. An outline of the mentor responsibilities as well as for trainees could be posted on line.

The Appraisal Institute or The Wisconsin Realtors Association might be interested in sponsoring a one-day training for the supervisors/mentors interested in working with trainees. Marla Britton suggested a free CE course that would include information regarding this proposal. Steve Vitale suggested a current state organization that has not been active as a possible contact.

Ruby Jefferson-Moore advised that the title 'mentor' might not be the title the committee wants to use as the word 'supervisor' is what is used in federal statutes as well as by the Appraisal Qualifications Board. A mentor would be more of a coach and may not be willing to take responsibility of signing the report. Marla Britton will draft a document which could be posted on the web directed at Supervisors which would parallel the document Sharon Fiedler is working on for the Board which relates to "trainees and will speak on this at the upcoming REA Board meeting.

Re-Reviews – Discussion

The committee discussed allowing applicants to prepare fresh reports on properties for which appraisal reports developed under Standard Rules 1 and 2 that have already been submitted to DRL. The member discussion focused around the need for a new report to show total USPAP compliance rather than just a correction to an old report. The committee will continue as it has been with requesting a new complete USPAP compliant report. Karen Scott will re-write the document from the 02/01 agenda as a guide for committee members, grouping the USPAP violations.

INFORMATIONAL ITEMS

Correspondence from Association of Appraiser Regulatory Officials (AARO)

Information only.

Wisconsin Realtors Association – Legal Hotline Hot tips

Karen Scott explained the documentation and the bases for it being included in the agenda. Discussion ensued regarding concessions involved in report writing and the acknowledgment that this is an issue all appraisers have to deal with.

CLOSED SESSION

MOTION: Lynn Gregorash moved, seconded by Steve Vitale, to convene to Closed Session to consider licensure or certification of individuals pursuant to s. 19.85(1)(b), Stats., and to consider individual histories pursuant to s. 19.85(1)(f), Stats. Roll Call Vote: Marla Britton-yes, Lynn Gregorash-yes, Frank D. Hopp-yes, Larry R. Nicholson-yes, Gary L. Pergolski-yes, Karen Scott-yes, Linda Verbecken-yes, , Steve Vitale-yes, and Ursula Volk-yes. Motion carried unanimously.

Open Session recessed at 11:33 a.m.

The Committee reviewed and considered the appraisal experience and appraisal reports of applicants applying for licensure.

RECONVENE TO OPEN SESSION

MOTION: Marla Britton moved, seconded by Ursula Volk, to reconvene into Open Session at 1:23 p.m. Motion carried unanimously.

VOTE ON ITEMS CONSIDERED OR DELIBERATED UPON IN CLOSED SESSION, IF VOTING IS APPROPRIATE

APPRAISAL REPORTS REVIEWED ON FEBRUARY 1, 2006

BLAESER, BRENT – LICENSED

MOTION: Marla Britton moved, seconded by Gary Pergolski, to recommend that the Department issue a notice of intent to deny **Brent Blaeser's** appraisal reports subject to receipt of additional information and subject to approval by the reviewing appraiser. Motion carried unanimously..

COBETT, JEFFREY – CERT. RESIDENTIAL

MOTION: Steve Vitale moved, seconded by Marla Britton, to recommend that the Department deny **Jeffrey Cobett's** appraisal reports as submitted because the reports do not comply with USPAP. Motion carried unanimously.

DAGGETT, BETH – LICENSED (AQB)

MOTION: Ursula Volk moved, seconded by Linda Verbecken, to recommend that the Department approve **Beth Daggett's** appraisal reports as submitted with coaching comments regarding signature required on certified copies. Motion carried unanimously.

DOHERTY, LAURA – CERT. RESIDENTIAL

MOTION: Marla Britton moved, seconded by Frank Hopp, to recommend that the Department deny **Laura Doherty's** appraisal reports as submitted because the reports do not comply with USPAP. Motion carried unanimously.

GAGE, GERAD – CERT. GENERAL

MOTION: Marla Britton moved, seconded by Gary Pergolski, to recommend that the Department deny **Gerad Gage's** appraisal reports as submitted because the reports do not comply with USPAP. Motion carried unanimously.

GREGERSEN, JOANNE – CERT. RESIDENTIAL

MOTION: Gary Pergolski moved, seconded by Linda Verbecken, to recommend that the Department deny **Joanne Gregersen's** appraisal reports as submitted because the reports do not comply with USPAP. Motion carried unanimously.

HOUSE, KERRI – LICENSED

MOTION: Ursula Volk moved, seconded by Linda Verbeckern, to recommend that the Department issue a notice of intent to deny **Kerri House's** appraisal reports subject to receipt of additional information and subject to approval by the reviewing appraiser. Motion carried unanimously.

KAEBISCH, JODY – CERT. RESIDENTIAL

MOTION: Linda Verbeckern moved, seconded by Larry Nicholson, to recommend that the Department approve **Jody Kaebisch's** appraisal reports as submitted. Motion carried unanimously.

KETOVER, DANICA – LICENSED (AQB)

MOTION: Marla Britton moved, seconded by Frank Pergolski, to recommend that the Department deny **Danica Ketover's** appraisal reports as submitted because the reports do not comply with USPAP. Motion carried unanimously.

KLUCK, DAVID – CERT. GENERAL

MOTION: Steve Vitale moved, seconded by Gary Pergolski, to recommend that the Department approve **David Kluck's** appraisal reports as submitted with coaching comments. Motion carried unanimously.

LIEFER, SETH – CERT. GENERAL

MOTION: Frank Hopp moved, seconded by Larry Nicholson, to recommend that the Department issue a notice of intent to deny **Seth Liefer's** appraisal reports subject to receipt of one additional report that complies with USPAP and subject to approval by the reviewing appraiser with coaching comments. Motion carried unanimously.

LYNCH, PATRICK – CERT. GENERAL

MOTION: Lynn Gregorash moved, seconded by Marla Britton, to recommend that the Department approve **Patrick Lynch's** appraisal reports as submitted. Motion carried unanimously.

MANN, STEVEN – CERT. GENERAL

MOTION: Marla Britton moved, seconded by Steve Vitale, to recommend that the Department issue a notice of intent to deny **Steven Mann's** appraisal reports subject to receipt of one additional report that complies with USPAP and includes all three approaches to value and subject to approval by the reviewing appraiser with coaching comments. Motion carried unanimously.

OLSON, JEFFREY – CERT. GENERAL

MOTION: Marla Britton moved, seconded by Ursula Volk, to recommend that the Department issue a notice of intent to deny **Jeffrey Olson's** appraisal

reports subject to receipt of one additional report that complies with USPAP and includes all three approaches to value subject to approval by the reviewing appraiser with coaching comments. Motion carried unanimously.

PARDEE, TONY – CERT. GENERAL

MOTION: Lynn Gregorash moved, seconded by Steve Vitale, to recommend that the Department approve **Tony Pardee's** appraisal reports as submitted. Motion carried unanimously.

POSTHUMA, JOSHUA – LICENSED

This applicant has been tabled from the December meeting – no updated information has been received.

RINGWELSKI, PAMELA – LICENSED (AQB)

MOTION: Steve Vitale moved, seconded by Ursula Volk, to recommend that the Department approve **Pamela Ringwelski's** appraisal reports as submitted. Motion carried unanimously.

RUOHO, PAUL – CERT. RESIDENTIAL

MOTION: Gary Pergolski moved, seconded by Steve Vitale, to recommend that the Department issue a notice of intent to deny **Paul Ruoho's** appraisal reports subject to receipt of one additional report that complies with USPAP and subject to approval by the reviewing appraiser with coaching comments. Motion carried unanimously.

SCHLESSELMAN, CHARLES – CERT. GENERAL

MOTION: Marla Britton moved, seconded by Larry Nicholson, to recommend that the Department deny **Charles Schlesselman's** appraisal reports as submitted because the reports do not comply with USPAP. Motion carried unanimously.

SCHMIDT, TAMMY – LICENSED

MOTION: Ursula Volk moved, seconded by Marla Britton, to recommend that the Department issue a notice of intent to deny **Tammy Schmidt's** appraisal reports subject to receipt of one additional small residential income report that complies with USPAP and subject to approval by the reviewing appraiser with coaching comments. Motion carried unanimously.

KALISH-STOKER, DEIRDRE

MOTION: Marla Briton moved, seconded by Frank Hopp, to recommend that the Department deny **Deirdre Kalish-Stoker's** appraisal reports as submitted because the reports do not comply with USPAP. Motion carried unanimously.

VISITORS COMMENTS

None.

ADJOURNMENT

MOTION: Marla Britton moved, seconded by Lynn Gregorash, to adjourn the meeting at 1:33 p.m. Motion carried unanimously.

Next meeting: March 28, 2006 10:00 a.m.